



Police Records Supervisor

Department: Police

Class Code: 2161

EEO Code: 22

FLSA: N

Effective: 01/03/1997

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in planning and supervising the daily operational activities of the Records and Identification Unit shift personnel; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, coordinates and supervises daily operational activities of shift personnel; supervises and enters incident and other related information into the Police Records Management System; performs quality control audits of all data entered into the system; insures compliance with all laws, rules and regulations which govern the retention, dissemination and disposition of police records maintained by unit; insures compliance with all laws, rules and regulations which govern the operation of the VCIN/NCIC system, Live Scan Booking system and reporting of arrest data to the Central Criminal Records Exchange; insures the shift is properly staffed to accommodate the department's reporting and arrest activity; trains, coaches and evaluates staff; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of current laws and regulations which govern the management, retention, dissemination and disposition of police investigative records and related files; of personal and mainframe computers and software; of law enforcement terminology. Considerable skill in scheduling and supervising personnel; in effective oral and written communication.

MINIMUM EDUCATION AND EXPERIENCE:

Associates degree in criminal justice, business or related field and two years of records management or police related work; or equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
